

# Purchasing Procedures for GRREC Staff

May, 2014

Purchase orders **must be completed and submitted to finance before items are ordered**. If this procedure is not followed then the staff member making the purchase will be responsible for the cost associated with the purchase.

All purchase orders must have your department head's signature before being submitted to Finance.

GRREC operates on KY's Model Procurement Code.

*45A.080b Competitive sealed bidding.*

*(1) Contracts exceeding the amount provided by KRS 45A.100 (\$20,000) shall be awarded by competitive sealed bidding, which may include the use of a reverse auction, unless it is determined in writing that this method is not practicable. Factors to be considered in determining whether competitive sealed bidding is not practicable shall include:*

- (a) Whether specifications can be prepared that permit award on the basis of best value; and*
- (b) The available sources, the time and place of performance, and other relevant circumstances as are appropriate for the use of competitive sealed bidding.*

***What this means for GRREC? If we pay a vendor/supplier more than \$20,000 in one fiscal year and that vendor is not approved through our bid process, we have broken the law! For this reason, GRREC requires that you always look at our following approved vendors FIRST!***

## GRREC Approved Vendors

- Go to <http://www.grrec.ky.gov/bids/resources>
  - PDF file of [AEPA Approved vendors](#)
  - ***GRREC receives a 2% admin fee for any purchase through AEPA Vendors***
- Go to [www.kybuy.org](http://www.kybuy.org)
  - [2013 KPC Online Bid Book](#)
  - You can search by vendor, category, etc.
  - GRREC receives 1% admin fee for any purchases through KPC Vendors

## AEPA “First Look” Vendors

- [Quill.com/aepea](http://Quill.com/aepea)
  - Free shipping (no minimum order)
  - 98% Next day delivery if order placed by 6:00 PM
  - Weekly and Monthly specials, Online coupons
  - ***Check out the “SPECIAL PRICE LIST” – this should be the FIRST place you check for general office supplies (this is under [“Catalog Quick Order”](#))***
- [www.pointnationwide.com](http://www.pointnationwide.com)
  - Free shipping
  - Next day delivery if order placed by 3:00 PM
- [www.cdwg.com](http://www.cdwg.com)
  - Free shipping
  - Delivery almost ALWAYS within a day or two
  - Choose K-12, choose KY and then select the only contract available (KAEC)

## AEPA “First Look” Vendors

- [www.staplesadvantage.com](http://www.staplesadvantage.com)
  - Free shipping
  - Next day delivery

**\*If you turn in an order for a company other than Quill, Point Nationwide or Staples the Finance Department will check to make sure you are getting a better price than these companies offer.**

In order to purchase from any of these contracts, you must first set up an account with a dedicated username and password. Account set-ups can take up to 1 week, so please get your accounts set up immediately after being hired.

Directions for setting up accounts for each follow.

To create an account with Quill, email  
[Ryan.Spiegel@quill.com](mailto:Ryan.Spiegel@quill.com) and copy  
[ann.burden@grrec.ky.gov](mailto:ann.burden@grrec.ky.gov) the following: “I am a new  
employee with GRREC in Kentucky and need an  
account.” After you email Ryan, you will receive an  
email from Quill giving you directions for setting up  
your account

To create an account with Point Nationwide, email [nturpin@pointnationwide.com](mailto:nturpin@pointnationwide.com) and copy [ann.burden@grrec.ky.gov](mailto:ann.burden@grrec.ky.gov) the following: “I am a new employee with GRREC in Kentucky and need an account.” After you email Nita, you will receive an email from Point Nationwide giving you directions for setting up your account



To create an account with Staples, email [ann.burden@grrec.ky.gov](mailto:ann.burden@grrec.ky.gov) the following: “I am a new employee with GRREC and need an account.” After you email Ann, you will receive an email from her giving you directions for setting up your account

To create an account with CDWG, go to [www.cdwg.com](http://www.cdwg.com), Select K-12, Select KY, Select Kentucky Association of Educational Cooperatives (this is the only contract available if you select the first 2). Go to “Create Account” and use GRREC Mailing Address, etc.

These contract prices are for GRREC purchases only and no personal purchases off of GRREC contracts will be permitted.

Any “specials” offered by approved GRREC contracts (such as freebies) become the property of GRREC and should be treated as such.

For any GRREC related purchasing questions,  
contact Ann Burden, [ann.burden@grrec.ky.gov](mailto:ann.burden@grrec.ky.gov)